CHAPTER 1

TRANSPORTATION SUPERVISOR

The Navy has millions of dollars invested in transportation and construction equipment. In the Naval Construction Force (NCF), equipment represents more than 70 percent of the total NCF outfitting cost.

Equipment is the "backbone" of the Seabees. The enforcement of instructions to ensure proper management and supervision of equipment operations starts with the first-class community.

This chapter presents the responsibilities of an Equipment Operator assigned to provide supervision of a construction and automotive equipment pool at the Naval Mobile Construction Battalion (NMCB) level.

TRANSPORTATION SUPERVISOR RESPONSIBILITIES

The responsibilities of the transportation supervisor are to supervise and control operations, operator maintenance, and the cycle of automotive, construction, and weight-handling equipment. Also, the transportation supervisor ensures the transportation pool supports the transport of personnel, equipment, and materials, and maintains and operates all fuel, petroleum oil, and lubricant storage and dispensing facilities.

The basic goal of the transportation supervisor is to ensure that safe and serviceable equipment is available for use and the maximum service life of the equipment is achieved.

EQUIPMENT MANAGEMENT INSTRUCTIONS

Instructions and publications have been established to regulate the management and control of equipment. Equipment and supplies procured for the Navy are assigned to various inventory managers. Major construction equipment, automotive equipment, specialized equipment, amphibious gear, and civil engineer support equipment (CESE) are classed as 2C materials. The Naval Facilities Engineering Command (NAVFACENGCOM) is the inventory manager for all 2C material in the Navy. The Civil Engineer Support Office (CESO) at the Naval Construction Battalion Center, Port Hueneme, California, has the management responsibility for 2C materials.

Management of Transportation Equipment, NAVFAC P-300

To supervise a transportation pool properly, you must be knowledgeable of the applicable publications and instructions.

The NAVFAC P-300 was developed for the management of equipment in a stable environment. The NAVFAC P-300 is a compilation of directives issued by the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), and the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM). NAVFAC P-300 provides general and detailed procedures for the administration, operation, and maintenance of transportation equipment. The areas included are as follows: administration, procurement, rental, charter, assignment, loan, utilization, registration, and technical record control. Additionally, NAVFAC P-300 provides instructions for the disposition of and the operational procedures for automotive, construction, railroad, and special category transportation equipment. Procedures are included for maintenance planning, scheduling, maintenance control, material support, equipment modification, painting, identification markings, protective coatings, and selection and application of fuels and lubricants.

Equipment Management Manual, NAVFAC P-404

The NAVFAC P-404 establishes criteria, policies, and procedures for the management of CESE assigned to the Naval Construction Force (NCF), Special Operating Units (SOUs), and the Naval Construction Training Centers (NCTCs). The NAVFAC P-404 meets the needs of the NCF and the SOUs. These organizations are required to perform projects in a variety of extreme conditions while experiencing a constant turnover of personnel who require specific procedural direction.

Naval Mobile Construction Battalion (NMCB) Equipment Management Instruction, COMSECOND/ COMTHIRDNCBINST 11200.1 Series

The COMSECOND/COMTHIRDNCBINST 11200.1 Series contains policies and procedures to assist personnel concerned with the management of equipment in units under Second and Third Naval Construction Brigade (NCB), or reserve NCB operational and administrative control. The intent is to assist all levels of personnel to accomplish assigned responsibilities in an efficient manner. Divided into four parts, the instruction provides a convenient directory to locate information or procedures for the administration, operation, and maintenance of automotive and construction equipment.

Naval Construction Force Manual, WVFAC P-315

This manual provides technical guidance from the Chief of Civil Engineers regarding the organization and operation of the NCF. The manual is divided into two distinct parts. The first part presents an overview of the NCF, including reserve NCF, and the organizational structure and functional roles of key members of an NMCB. The second part describes the mission, organizational structure, and concepts of operation for NCF units other than the NMCB, and describes the commands involved with NCF support.

FACSO RPT SYM,NO 11201/F8221R01 E Q U I P M E N T / A T T A C H M E N T T A B

RECORD HOLDER N57034 COMCBLANT LITTLE CREEK VA LOCATION EUS1 P25 EUROPEAN SEA ECHELON

EQUIP CODE	USN OR ATTACHMENT	ECC DESCRIPTION	MANUFACTURER	MODEL	MFR YR	WEIGHT	LEN	WID	HIG	CUBE	MEAS TONS	SQ FEET	REMARKS
	T20AD2003	ANGLE DOZER	INT HAR	TD20	70		20	156	46	83	2	21	N6/074;26FEB87
	T20AD2039	ANGLE DOZER	IHC	TD20BP	67		135	27	103	103	2	25	ONELTR5200/SER3
	T20RP2006	RIPPER	AMERTRAC	HRTD20B	68	1728	72	90	84	315	7	45	FOURMSG280922ZN
	T20WH2002	WINCH DRUM	PACARFDRY	TD20B	70		39	45	42	43	1	12	N6/074;26FEB87
	10B411016	BUCKET 4 IN 1	DROTT	955K	68	375	89	48	57	141	3	29	N6/240/12AUG86
	32FL1055	FAIRLEAD CRANE	THEW	MC32M	66	285	33	30	29	17		6	HUELTRSER3706/1
030731	94-17102	TRK 3/4T UTIL	GMC/TRK	M1009	84	5200	191	85	75	705	17	112	DD1342 DTD 8710
	94-17104	TRK 3/4T UTIL	GMC/TRK	M1009	84	5200	191	85	75	705	17	112	62MSG231306ZSEP
	94-17967	TRK 3/4T UTIL	GMC/TRK	M1009	84	5200	192	86	75	717	17	114	62MSG231306ZSEP
	94-17968	TRK 3/4T UTIL	GMC/TRK	M1009	84	5200	191	85	75	705	17	112	62MSG231306ZSEP
	94-17969	TRK 3/4T UTIL	GMC/TRK	M1009	84	5200	192	86	75	717	17	114	62MSG231306ZSEP
	94-17970	TRK 3/4T UTIL	GMC/TRK	M1009	84	5200	191	85	75	705	17	112	62MSG231306ZSEP
034812	95-23194	TRK 1T PICKUP	CHRYSLER	W200	78	5022	217	80	77	774	19	120	74MSG101526ZJAN
	95-23198	TRK 1T PICKUP	CHRYSLER	W200	78	5022	217	80	77	774	19	120	74MSG101526ZJAN
	95-23199	TRK 1T PICKUP	CHRYSLER	W200	78	5022	217	80	77	774	19	120	74MSG261407ZFEB
	95-23200	TRK 1T PICKUP	CHRYSLER	W200	78	5022	217	80	77	774	19	120	74MSG050946ZFEB
	95-23203	TRK 1T PICKUP	CHRYSLER	W200	78	5022	217	80	77	774	19	120	74MSG050946ZFEB
	95-23207	TRK 1T PICKUP	CHRYSLER	W200	78	5022	217	80	77	774	19	120	74MSG050946ZFEB
	95-23212	TRK 1T PICKUP	CHRYSLER	W200	78	5022	217	80	77	774	19	120	74MSG271506ZMAR
	95-23214	TRK 1T PICKUP	CHRYSLER	W200	78	5022	217	80	77	774	19	120	74MSG050946ZFEB
036131	94-17709	AMBULANCE HEAVY	GMC/TRK	M1010	84	7370	227	91	102	1219	30	143	DD1342 DTD 8718
053901	96-39252	TRK 2 1/2T CARG	JEEP CORP	M35A2C	84	13100	265	96	112	1649	41	176	NMCB62MSG021206
	96-39261	TRK 2 1/2T CARG	JEEP CORP	M35A2C	84	13100	265	96	112	1649	41	176	NMCB62MSG021206
	96-39262	TRK 2 1/2T CARG	JEEP CORP	M35A2C	84	13100	265	96	112	1649	41	176	NMCB62MSG021206
	96-39263	TRK 2 1/2T CARG	JEEP CORP	M35A2C	84	13100	265	96	112	1649	41	176	NMCB62MSG021206
	96-39264	TRK 2 1/2T CARG	AM GEN	M35A2C	84	13100	265	96	112	1649	41	176	NMCB62MSG021206
060700	96-31740	TRK 5T TRACTOR	JEEP CORP	M52A2	69	17410	257	98	111	1618	40	174	NMCB133LTRSER A
	96-32661	TRK 5T TRACTOR	JEEP CORP	M52A2	69	17410	257	98	111	1618	40	174	DD1342 DTD 8819
060701	96-37485	TRK 5T TRACTOR	AM GEN	M818	79	20290	264	97	103	1526	38	177	ONE MSG 210900Z
	96-37486	TRK 5T TRACTOR	AM GEN	M818	79	20290	264	97	103	1526	38	177	ONE MSG 210900Z
064411	96-34576	TRK 20T DUMP	INT H CO	F5070	75	31000	300	101	132	2315	57	210	DD1342 DTD 8720
	96-34580	TRK 20T DUMP	INT H CO	F5070	76	31000	300	101	132	2315	57	210	DD1342 DTD 8720

Figure 1-1.—A section of an Equipment TAB A.

CONSTRUCTION AUTOMOTIVE SPECIAL EQUIPMENT/MANAGEMENT INFORMATION SYSTEM

The Construction Automotive Special Equipment/Management Information System (CASE/MIS) is a computer program used for management and procurement of all CESE. The Civil Engineer Support Office (CESO), Port Hueneme, maintains this program. Second and Third NCB equipo offices use the (CASE/MIS) program to perform on-hands management of CESE assignment, replacement, overhaul, and disposal. Information maintained by CASE/MIS is discussed in the following paragraphs.

TAB A

This equipment list is initiated by CESO and is updated by the Second and Third NCB equipo office from the CASE/MIS computer program. The TAB A is printed in any format requested by on-site managers. The basic format (fig. 1-1) is printed showing the equipment code, USN, description, and location.

Equipment Code (EC)

CESO assigns an Equipment Code (EC) for each type of equipment (see table 1-1). The primary purpose of equipment codes is to establish permanent and positive identification of each unit of CESE. For example, you have six sedans on a TAB A with the 92-00000 series USN numbers, and one of the six sedans is equipped with air conditioning. The standard EC for sedans is 0105/01. Five of the sedans are listed under the 0105/01 EC. The sedan equipped with air conditioning is listed under a special EC of 0105/02 because the last two digits of a EC denotes any special procurement for a piece of equipment.

DISPATCHER

The transportation supervisor must possess an in-depth knowledge of the positions that work together to make the transportation pool function effectively. The dispatch office is the hub of communication for all equipment-related matters; therefore, a dispatcher must have the ability to convey information and instructions in a clear and tactful manner.

The dispatcher controls the status and location of every assigned item of equipment. The dispatcher controls the keys to all vehicle-locking devices, and all spare keys are retained in the equipment history jacket. The dispatcher also maintains all required forms and records for assigned equipment.

Equipment Status Board

The primary function of the equipment status board is to serve as a visual aid that provides a list of all equipment assigned to the unit. The board should

Table 1-1.—Equipment Codes

EC Number	Type of Equipment
0001/00 through 0999/99	Cars, trucks, trailers, and other hauling equipment equipped with wheels
1000/00 through 1999/00	Includes all forklift equipment. The Naval Supply Systems Command controls the inventory in this standard allowance.
2000/00 through 9999/99	All construction equipment which includes the following: dozers; conveyors; cranes; excavating equipment; crushers; asphalt plants; concrete plants; and specialty hauling equipment; such as water, asphalt, and cement trucks

*	Code	USN	Description	Location	PM Group	Remarks
(1)	030700	94-88650	Trk 1 4T Util	A CO CDR	37	
(1)	036000	95-19190	Trk 1-1/4T Cargo	Pool	1	
(2)		95-21098		Ops Supervisor	21	Shop 2.20 Deadlined 2.24
(1)	053900	95-16749	Trk 2-1/2T Cargo		2	
(3)	058700	96-27071	Trk 5T Dump	UT Project	3	Excess Ltr 4570 Ser XXX
(3)		96-27072		Pool	23	Excess Ltr 4570 Ser XXX
(4)		96-33439				Due 3.3 Ltr 4610 Ser XXX
(4)		96-33451				Due 3.3 Ltr 4610 Ser XXX
(1)	058800	96-32607	Trk 5T Cargo	UT Project	7	
(1)	060700	96-32926	Trk 5T TT	Pool	5	
(1)	073000	96-36101	Trk Wrecker	Heavy Shop	11	

* Optional column for color disc usage
Legend
(1) Black — In-service, Operational
(2) Red — Deadline
(3) Green — Pending Replacement
(4) Orange — Ordered in
(5) Blue — Optional Detachment, Etc.

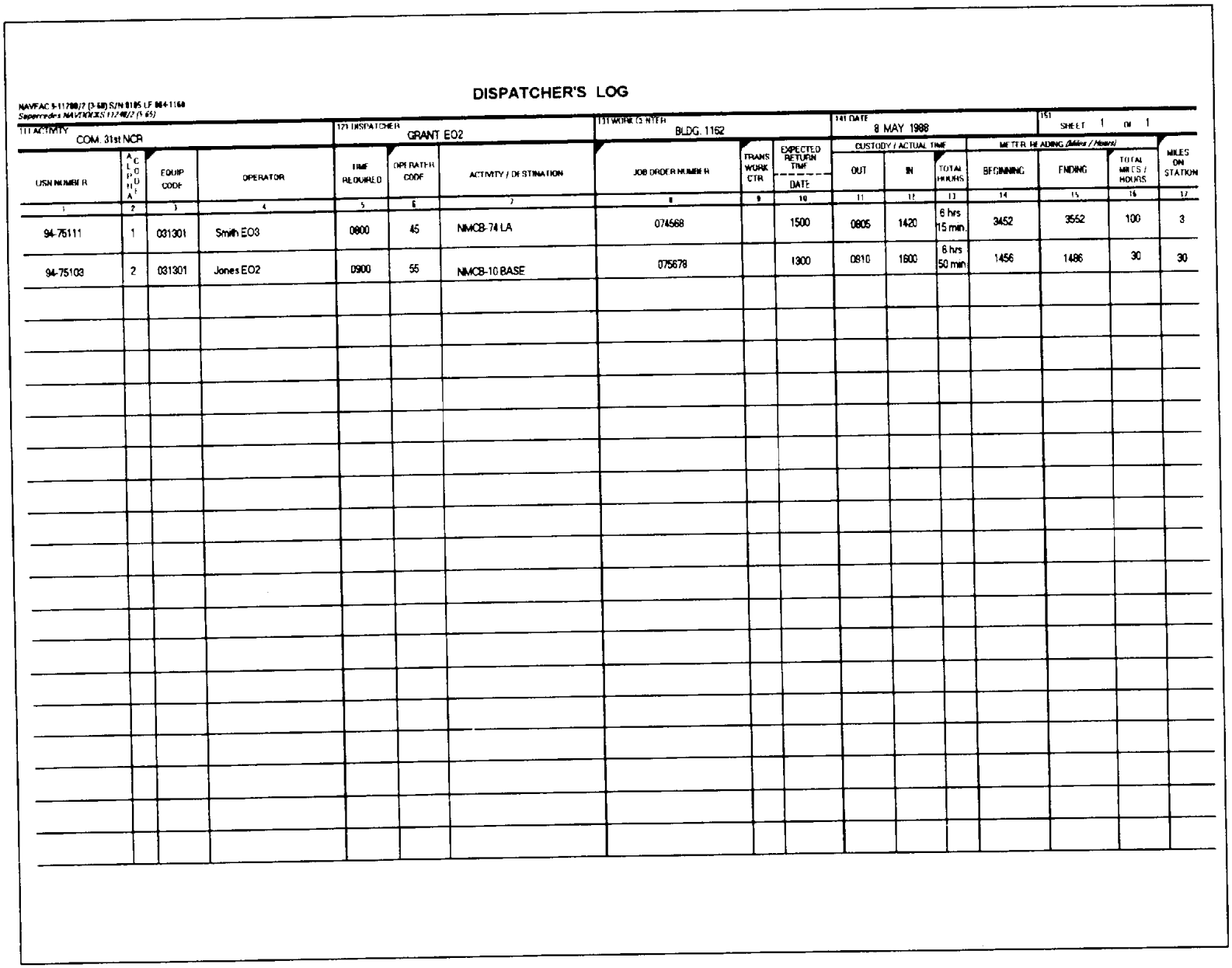
Figure 1-2.—Equipment Status Board.

be color-coded to identify the CESE current status, general assignment, and location (fig. 1-2).

The dispatcher **must** know the current status and location of every assigned item of CESE by maintaining the status board and making a comparison check **daily** between the dispatch equipment status board and the equipment status board of cost control.

Dispatcher Logs

The dispatcher maintains and records all vehicles and equipment dispatched on the Dispatcher's Log, NAVFAC 9-11240/2 (fig. 1-3). Dispatchers maintain a Heavy Equipment Log, a Class B CESE assigned log, and a Class C assigned log. Class C and Heavy Equipment Logs are closed out, folded, and stapled



DISPATCHER'S LOG

NAVFAC 9-11240/2 (3-68) S/N 0105 LF 004-1160
Supercedes NAVDOCKS 11240/2 (1-65)

[11] ACTIVITY	[12] DISPATCHER	[13] WORK CENTER	[14] DATE	[15] SHEET
COM. 31st NCR	GRANT EO2	BLDG. 1162	8 MAY 1988	1 OF 1

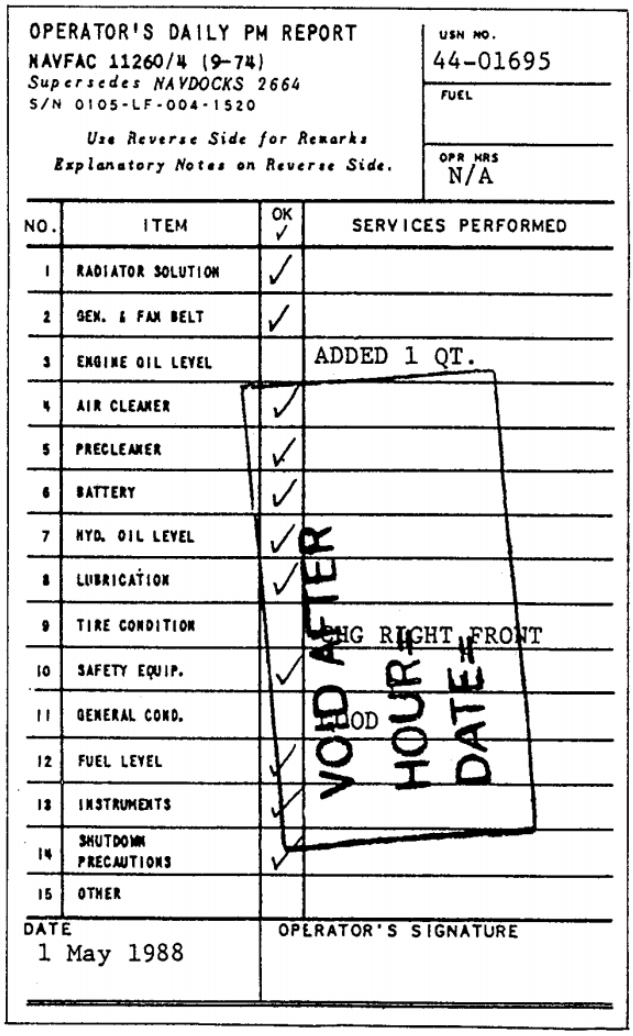
USN NUMBER	ACTION CODE	EQUIP CODE	OPERATOR	TIME REQUIRED	OPERATOR CODE	ACTIVITY / DESTINATION	JOB ORDER NUMBER	TRANS WORK CTR	EXPECTED RETURN TIME / DATE	CUSTODY / ACTUAL TIME OUT	CUSTODY / ACTUAL TIME IN	CUSTODY / ACTUAL TIME TOTAL HOURS	METER READING (Miles / Hours) BEGINNING	METER READING (Miles / Hours) ENDING	TOTAL MILES / HOURS	MILES ON STATION
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
94-75111	1	031301	Smith EO3	0800	45	NMCB-74 LA	074568		1500	0805	1420	6 hrs 15 min.	3452	3552	100	3
94-75103	2	031301	Jones EO2	0900	55	NMCB-10 BASE	075678		1300	0910	1600	6 hrs 50 min.	1456	1486	30	30

Figure 1-3.—Dispatcher's Log, NAVFAC 9-11240/2.

shut daily. The Class B assigned log is closed out weekly. The Operator's Daily PM Report, NAVFAC 11260/4 (fig. 1-4), is used for logging construction equipment. The Operator's Inspection Guide and Trouble Report, NAVFAC 9-11240/13 (fig. 1-5), and Motor Equipment Utilization Record, DD Form 1970 (Trip Ticket) (figs. 1-6 and 1-7), is used for logging Type B and C CESE. The reports and records are enclosed in the appropriate folded Dispatcher's Log. On the outside of the log, the dispatcher records the date and total operating hours or total mileage of all CESE dispatched.

On the first day of each week, the transportation supervisor collects the Dispatcher's Logs for the Alfa company operations supervisor. When you perform this task, ensure the following:

1. All forms are completed according to Second and Third NCB current instructions.



OPERATOR'S DAILY PM REPORT
NAVFAC 11260/4 (9-74)
Supersedes NAVDOCKS 2664
S/N 0105-LF-004-1520
Use Reverse Side for Remarks Explanatory Notes on Reverse Side.

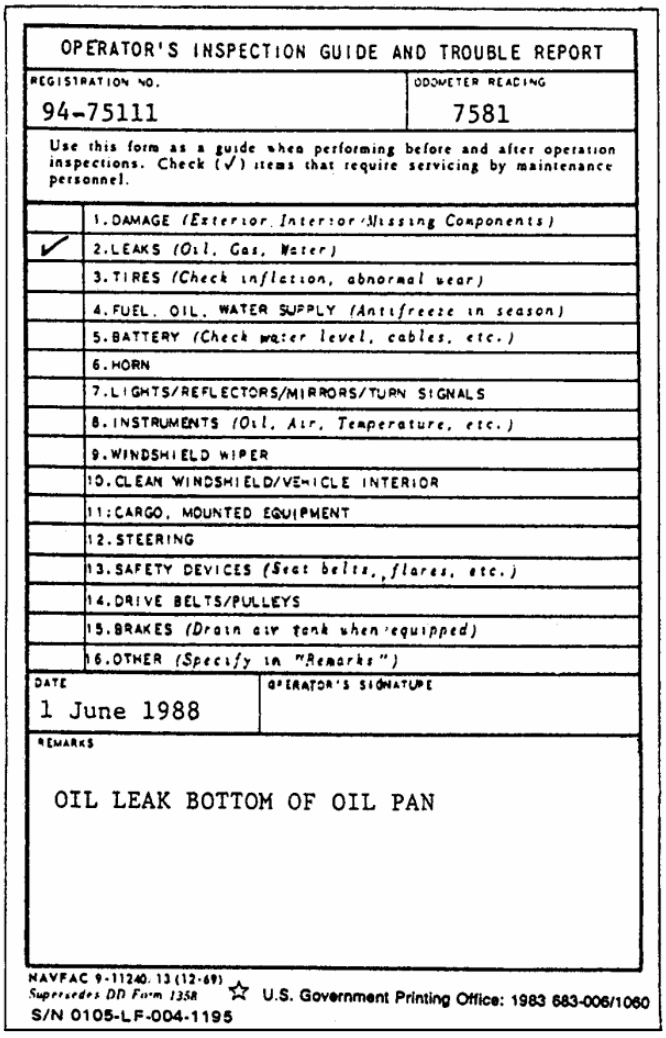
USN NO. 44-01695
FUEL
OPR HRS N/A

NO.	ITEM	OK ✓	SERVICES PERFORMED
1	RADIATOR SOLUTION	✓	
2	GEN. & FAN BELT	✓	
3	ENGINE OIL LEVEL		ADDED 1 QT.
4	AIR CLEANER	✓	
5	PRECLEANER	✓	
6	BATTERY	✓	
7	HYD. OIL LEVEL	✓	
8	LUBRICATION	✓	
9	TIRE CONDITION		CHG RIGHT FRONT
10	SAFETY EQUIP.	✓	
11	GENERAL COND.		GOOD
12	FUEL LEVEL	✓	
13	INSTRUMENTS	✓	
14	SHUTDOWN PRECAUTIONS	✓	
15	OTHER		

VOID AFTER HOUR# DATE#

DATE 1 May 1988 | OPERATOR'S SIGNATURE

Figure 1-4—Operator's Daily PM Report, NAVFAC 9-11260/4.



OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT

REGISTRATION NO. 94-75111 | ODOMETER READING 7581

Use this form as a guide when performing before and after operation inspections. Check (✓) items that require servicing by maintenance personnel.

	1. DAMAGE (Exterior, Interior, Missing Components)
✓	2. LEAKS (Oil, Gas, Water)
	3. TIRES (Check inflation, abnormal wear)
	4. FUEL, OIL, WATER SUPPLY (Antifreeze in season)
	5. BATTERY (Check water level, cables, etc.)
	6. HORN
	7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS
	8. INSTRUMENTS (Oil, Air, Temperature, etc.)
	9. WINDSHIELD WIPER
	10. CLEAN WINDSHIELD/VEHICLE INTERIOR
	11. CARGO, MOUNTED EQUIPMENT
	12. STEERING
	13. SAFETY DEVICES (Seat belts, flares, etc.)
	14. DRIVE BELTS/PULLEYS
	15. BRAKES (Drain air tank when equipped)
	16. OTHER (Specify in "Remarks")

DATE 1 June 1988 | OPERATOR'S SIGNATURE

REMARKS
OIL LEAK BOTTOM OF OIL PAN

NAVFAC 9-11240.13 (12-69)
Supersedes DD Form 1358 ☆ U.S. Government Printing Office: 1983 683-006/1060
S/N 0105-LF-004-1195

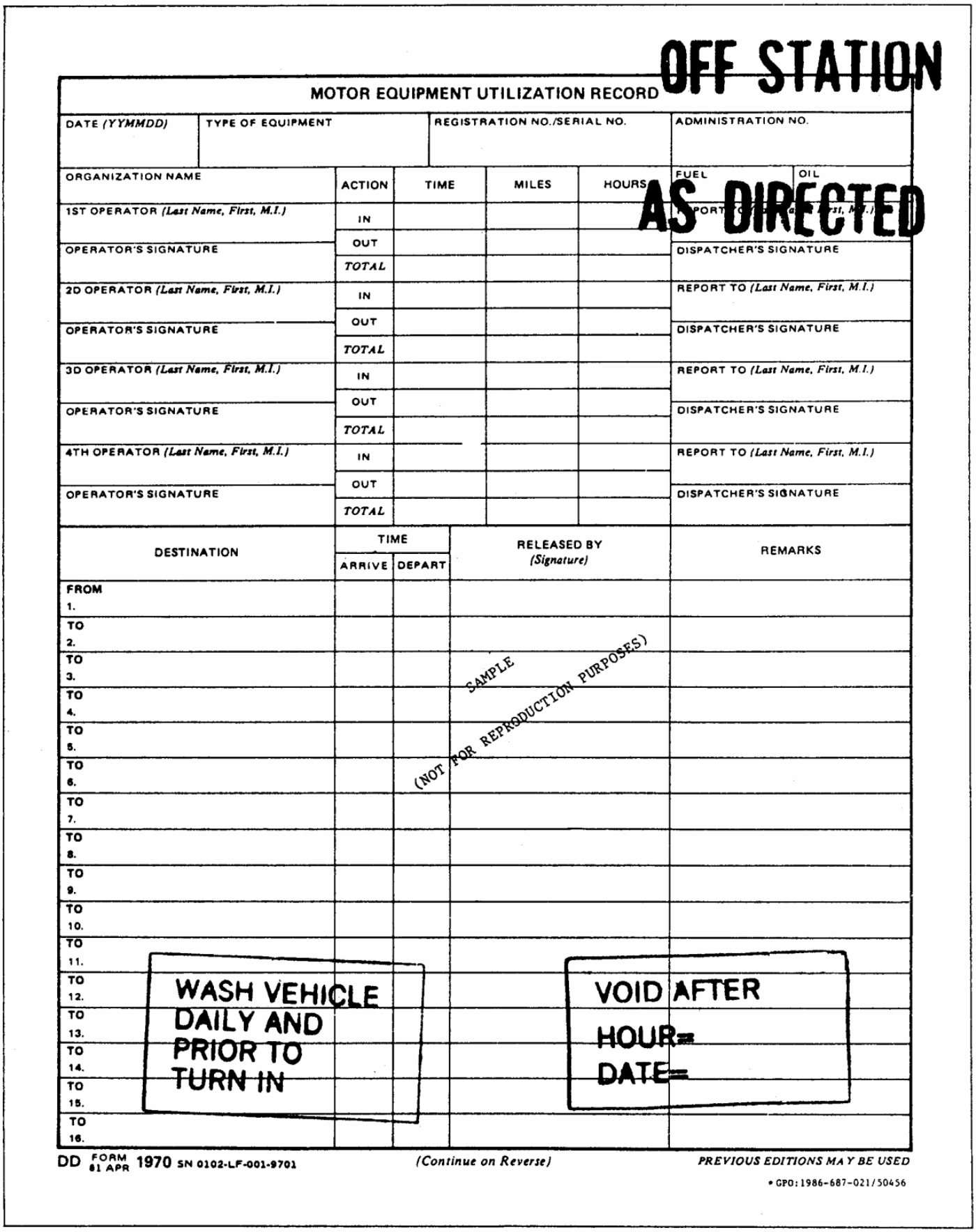
Figure 1-5.—Operator's Inspection Guide and Trouble Report, NAVFAC 9-11240/13.

2. The dispatcher has provided accurate usage (miles or hours).

3. Balance and track high-mileage and low-mileage vehicles for possible reassignments or vehicle misuse.

After reviewing the forms, you initial the logs to show the operations supervisor that you have reviewed them. The operations supervisor reviews the logs as required by the COMSECOND/ COMTHIRDNCBINST 11200.1 Series instructions.

In the NCF, the logs are retained on file by the dispatchers for a period of 90 days. At a public works, the DD Form 1970 is retained for 90 days and the Dispatcher Logs retained for 36 months.



OFF STATION

AS DIRECTED

MOTOR EQUIPMENT UTILIZATION RECORD

DATE (YYMMDD)	TYPE OF EQUIPMENT	REGISTRATION NO./SERIAL NO.	ADMINISTRATION NO.

ORGANIZATION NAME	ACTION	TIME	MILES	HOURS	FUEL	OIL
1ST OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)	
	OUT					
OPERATOR'S SIGNATURE	TOTAL				DISPATCHER'S SIGNATURE	
2D OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)	
	OUT					
OPERATOR'S SIGNATURE	TOTAL				DISPATCHER'S SIGNATURE	
3D OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)	
	OUT					
OPERATOR'S SIGNATURE	TOTAL				DISPATCHER'S SIGNATURE	
4TH OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)	
	OUT					
OPERATOR'S SIGNATURE	TOTAL				DISPATCHER'S SIGNATURE	

DESTINATION	TIME ARRIVE	TIME DEPART	RELEASED BY (Signature)	REMARKS
FROM 1.				
TO 2.				
TO 3.				
TO 4.				
TO 5.				
TO 6.				
TO 7.				
TO 8.				
TO 9.				
TO 10.				
TO 11.				
TO 12.				
TO 13.				
TO 14.				
TO 15.				
TO 16.				

SAMPLE

(NOT FOR REPRODUCTION PURPOSES)

WASH VEHICLE DAILY AND PRIOR TO TURN IN

VOID AFTER

HOUR=

DATE=

DD FORM 81 APR 1970 SN 0102-LF-001-9701 (Continue on Reverse) PREVIOUS EDITIONS MAY BE USED

• GPO: 1986-687-021/50456

Figure 1-6.—Motor Vehicle Utilization Record, DD Form 1970 (Front).

TO 17.				
TO 18.				
TO 19.				
TO 20.				
TO 21.				
TO 22.				
TO 23.				
TO 24.				
TO 25.				
TO 26.				
TO 27.				
TO 28.				
TO 29.				

INSTRUCTIONS

* *1. Date.* Enter the calendar date the equipment is to be used.

2. Type of Equipment. Enter the type of equipment as designated in the equipment log.

3. Registration Number or Serial Number. Enter the equipment registration number or serial number.

4. Administration Number. Enter the unit bumper or administrative number.

5. Organization Name. Enter the organization to which the equipment is assigned.

6. Operator. Enter the name of the equipment operator.

7. Operator's Signature. The equipment operator (item 6) will enter signature immediately upon receipt of equipment.

* *8. Time.* Indicate time to the nearest 5 minutes using the 24-hour clock.

a. *In.* Enter time equipment was returned from dispatch or use.

b. *Out.* enter the time the equipment was released for operation by the dispatcher.

c. *Total.* Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on the "In" line.

* *9. Miles.* Will be recorded to the nearest whole mile.

a. *In.* the operator will enter the mileage reading when the equipment is returned. If odometer is inoperative, enter estimated mileage.

b. *Out.* The dispatcher will enter the mileage reading as the time of dispatch.

c. *Total.* Enter the difference between the "Out" and "In" mileage.

**10. Hours.* Will be recorded to the nearest whole hour. On those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation.

a. *In.* The operator will enter the hour meter reading upon completion of the equipment usage.

b. *Out.* The dispatcher will enter the hour meter reading prior to equipment release.

c. *Total.* Enter the total hours dispatched for operation.

11. Fuel/Oil. Enter the amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.

**12. Report To.* Enter the name of the individual to whom the operator is to report.

13. Dispatcher's Signature. Self-explanatory.

14. Destination. Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool. ("From" Line) and ends at the same place after one or more intervening destinations.

**15. Time.* All time will be recorded using the 24-hour clock, rounded off to the nearest 5 minutes.

a. *Arrive.* Enter the arrival time at each destination.

b. *Depart.* Enter the departure time from the motor pool and each succeeding location.

16. Released By. The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used, but not moved, the person in charge will release the equipment by signing in the top block of this column.

17. Remarks. The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.

*Items marked with an asterisk (*) have been registered in the DOD Data Element Program.

Figure 1-7.—Motor Vehicle Utilization Record, DD Form 1970 (Back)

Trouble Reports File (Hard-Card File)

The dispatcher maintains a Trouble Reports File for the NAVFAC 9-11240/13 (Hard Card) and the NAVFAC 11260/4 (Operator's Daily PM Report) by preventive maintenance intervals. The standard interval between PM service inspections for NCF equipment is 40 working days. Therefore, the Trouble Reports File is divided into 40 PM group sections, covering each of these working days.

The dispatcher issues NAVFAC 9-11240/13 and NAVFAC 11260/4 to operators to document pre and post operations of equipment. The yard boss enforces the "operator's daily" before, during, and after operational inspections to include lubrications and adjustments. Repairs, above the operator's area of responsibility not requiring immediate attention and are not a safety-related item, are logged on either the NAVFAC 9-11240/13 or the NAVFAC 11260/4.

The yard boss should initial the cards before the dispatcher files the cards in the Trouble Reports File. When a piece of equipment is scheduled for PM, the cards in the Trouble Reports File for that USN are forwarded with the piece of equipment.

CESE Assignments

Based on the recommendations of the company chief and the operations supervisor, the equipment officer approves the CESE assignments for a unit. These assignments ensure that personnel are provided the appropriate vehicles to accomplish their jobs.

Deployment CESE assignments should be generated by the transportation supervisor, assisted by the operations supervisor, during the home-port period. The CESE assignment list (fig. 1-8) is created by using the current deployed battalion's CESE assignments and your unit's last deployment CESE assignments. You must have an Equipment TAB A for your deployment site to use as a guide for the ECs and USN numbers. Assign the vehicles by their ECs. Some vehicles may not be available for dispatch after the Battalion Equipment Evaluation Program (BEEP). Assigning vehicles by EC provides plenty of flexibility for change. When the list is complete, be prepared to answer complaints from personnel not assigned a vehicle.

Category of Assignments

CESE assignments are divided into three dispatch categories: Class A, Class B, and Class C. Once you have developed your equipment list, you must assign each vehicle one of the dispatch categories.

The Class A dispatch category is the full-time assignment of a vehicle to an individual. Class A continuing dispatch is only authorized by the Chief of Naval Operations (CNO).

The Class B dispatch category in the NCF normally is the once a week assignment of a vehicle that requires a DD 1970 (Trip Ticket). You know that most members of your unit desire to have vehicles on a Class B assignment. However, Class B vehicles must be continuously reviewed to ensure the vehicles are not used just for convenience, but are required to conduct official business. Second and Third NCB equipo recommends that Class B assigned vehicles should not exceed 5 percent of active assigned CESE.

The Class C dispatch category covers all CESE not under Class A or Class B. Class C assignments are made on an "as needed" basis. However, members and project crews are normally assigned the same CESE each day. CESE is turned in daily and maintained in the transportation pool. The transportation pool provides the maximum control over equipment and ensures efficient and economical vehicle use.

After you have divided the equipment assignment list into dispatch categories, submit the list through the chain of command for approval. The equipment officer approves the list. However, the equipment officer and the commanding officer both review the CESE assignment list before final approval.

During a deployment, evaluate odometer readings on assigned CESE to balance the mileage or hours. This process may require resubmitting an equipment assignment list through your chain of command.

Equipment Request

Equipment management is a daily battle because everyone thinks they should be assigned a vehicle. However, you must maintain an equipment pool that can provide replacements for unscheduled breakdowns, replacements for scheduled PMs, and daily transportation or equipment requests (fig. 1-9).

Developing a taxi service provides a method for moving people that reduces the need for individual assignment of vehicles. Have your taxi carry a radio, and use dispatch as the base station. This provides good communication and expedites service. A good

Class B Vehicle Assignments

	Assignment	Vehicle Type	EC #	USN
1.	C.O.	SEDAN		
2.	S3	BLAZER	030731	
3.	S3C	BLAZER	030731	
4.	S4	1 1/4 T CARGO	036031	
5.	A6	BLAZER	030731	
6.	B6	BLAZER	030731	
7.	C6	BLAZER	030731	

Class C Vehicle Assignments

	Assignment	Vehicle Type	EC #	USN
1.	S3S	BLAZER	030731	
2.	S3QC/EA	1 1/4 T CARGO	036031	
		1 1/4 T CARGO	036031	
3.	S4C/MLO	1 1/4 T CARGO	036031	
4.	ADMIN/DUTY VEH	1 1/4 T CARGO	036031	
5.	CMAA/POST OFFICE	1 1/4 T CARGO	036031	
6.	GALLEY	15T STK TRK	064031	
7.	MEDICAL	AMBULANCE	036131	
8.	A4	1 1/4 T CARGO	036031	
9.	MAINT FIELD CREW	MAINT TRK	072212	
10.	A3	1 1/4 T CARGO	036031	
11.	A32	1 1/4 T CARGO	036031	
12.	A CO PROJECTS	15T STK TRK	064301	
13.	A CO PROJECTS	15T STK TRK	064301	
14.	ROAD MASTER	1 1/4 T CARGO	036031	
15.	TAXI	1 1/4 T CARGO	036031	
16.	LIVE STORAGE	1 1/4 T CARGO	036031	
17.	OROTE POINT	15T STK TRK	064301	
18.	DUTY BUS	BUS	006101	
19.	B3	1 1/4 T CARGO	036031	
20.	B4/CAMP MAINT	MAINT TRK	072212	
21.	B32	1 1/4 T CARGO	036031	
22.	B CO PROJECTS	15T STK TRK	064301	
23.	B CO PROJECTS	15T STK TRK	064301	
24.	C3	1 1/4 T CARGO	036031	
25.	C32	1 1/4 T CARGO	036031	
26.	C CO PROJECTS	15T STK TRK	064301	
27.	C CO PROJECTS	15T STK TRK	064301	
28.	C CO PROJECTS	15T STK TRK	064301	
29.	C CO PROJECTS	15T STK TRK	064301	

Figure 1-8.—Sample deployment CESE assignments.

DATE: _____

VEHICLE/EQUIPMENT REQUEST

From: _____ COMPANY OPERATIONS CHIEF/DEPARTMENT CHIEF
To: ALFA COMPANY OPERATIONS

SUBJ: PROJECT # _____ LOCATION _____
PERSON TO CONTACT_____ PHONE # _____

TYPE OF EQUIPMENT	TIME AND DATE	OPERATOR REQUIRED YES	NO

REMARKS:

_____

_____

_____

_____
COMPANY OPS CHIEF/DEPT CHIEF

From: ALFA CO OPS CHIEF
To: ALFA CO DISPATCHER
VIA: ALFA CO TRANSPORTATION SUPERVISOR _____
INITIALS

APPROVAL/DISAPPROVAL

_____

_____

_____
ALFA CO OPS CHIEF

Figure 1-9.—Sample of a Vehicle/Equipment Request

taxi service reduces the number of members requesting an assigned vehicle.

Remember, one of your missions is to ensure the maximum service life of the equipment. This requires managing the number of CESE dispatched and controlling the mileage placed on CESE.

YARD BOSS

The yard boss is your equipment yard supervisor. This is the key position in a successful equipment management program. The yard boss enforces Operator Maintenance Procedures to reduce equipment breakdown.

The yard boss is responsible for the access, traffic flow, and condition of the equipment yard, the refueling facility, and supports the equipment washrack, the cycling and upkeep of equipment, and daily transportation operations.

Tool Kit

Each Battalion Table of Allowance (TOA) in the NCF contains a Tool Kit, Kit 80111, for the Yard Boss Program. This kit provides the minimum tools and equipment resources necessary to support operator maintenance. Operators requiring tools to perform maintenance should log out the tools through the yard boss.

Preventive Maintenance

The yard boss supports the Preventive Maintenance (PM) Program by ensuring the equipment is cleaned, lubricated, and processed through collateral equipage. The yard boss receives a NAVFAC 9-11240/13 (Hard Card) from the dispatcher who maintains a Hard Card log hook and issues a Hard Card number for tracking the maintenance of the equipment.

A recommended flow for PM Hard Cards is to have the yard boss submit two Hard Cards stamped PM and initialed by the collateral equipment custodian. The equipment, Hard Card, and cards from the Trouble Reports File for the USN are sent to the mechanic equipment inspector. The mechanic inspector approves or rejects the equipment, depending on cleanliness and lubrication. For equipment that is approved, the yard boss has the mechanic inspector sign receipt of the Hard Cards and retains one for the dispatch records.

Equipment Cycling

The yard boss must be aware of equipment in the yard that is not regularly used. Equipment must be exercised to protect it from deterioration. All parts of the equipment must be operated at the rated capacity for its intended use to constitute one complete performance. Remember, starting and running the engine cycles the engine but not the equipment. The yard boss must maintain a cycle log documenting date, USN, duration equipment cycled, and any deficiencies. Equipment must be maintained in a standby status and cycled on a weekly basis.

Washing of CESE

Part of the preventive maintenance program is the daily cleaning of CESE that allows the detection and prevention of major problems. Dirt and grime can make an engine run at excessive temperatures, increase fuel consumption, ruin hydraulic cylinders, corrode wiring, and destroy components. Additionally, dirt and grime can add over 1,000 pounds of excess weight to an earthmover, clog radiators and possibly bring CESE to a grinding halt. Therefore, it is very important to REMEMBER that dirt and grime cripples CESE performance and increases operating costs.

The use of a high-pressure washer or steam is effective means for removing the crusty, gritty buildup of dirt, grease, and grime from transmissions, track and roller assemblies, engine blocks, and drive trains. The cleaning of equipment provides the following results: extended equipment life; enhanced efficiency of mechanics when they perform equipment inspections and repairs and increased efficiency of operators when they perform pre and post operational checks.

Thorough cleaning of equipment cannot be accomplished with water alone. To provide an effective wash program, the yard boss must maintain a supply of soap, brushes, rags, buckets, serviceable hoses, and a trash can at the washrack. Additionally, when manning allows, the yard boss should assign a washrack attendant to assist in maintaining wash rack operations.

PM-to-Interim Repair Ratio

The PM-to-interim repair ratio is the number of scheduled preventive maintemmce actions compared to unscheduled maintenance actions (interim repairs).

The COMSECOND/COMTHIRDNCB equipo goal for PM-to-interim repair ratio is three scheduled PM inspections to each interim repair. The yard boss provides the first step toward meeting this goal by enforcing **Operator Maintenance.** Every operator must keep assigned vehicles clean, safe, and in serviceable condition. Daily, operators should inspect the following: fuel, oil, water, hydraulic fluids, battery levels, tires, lug nuts, lights, drive belts, mounted equipment, and exterior or interior damage. Operators must usc their sense of smell, sight, and feel while operating equipment and note defects on the Hard Cards.

An ideal Equipment Managment Program requires the yard boss review all Hard Cards and NAVFAC 11260/4 forms for any deficiency. From this review the yard boss determines if a repair should be performed by the operator, evaluated by the mechanic inspector, or to place the cards and forms in the Trouble Reports File.

Sitting behind a desk is not the only job of a transportation supervisor. Be active! Schedule your work to ensure you are out in the yard during prestart and post operations to reinforce the Yard Boss Program. As the pool supervisor, you should review what CESE the yard boss is sending to the shop for repairs that can impact the PM-to-repair ratio. Discuss priority equipment problems with the operation and maintenance supervisors. Remember, adding fluids, tightening belts, changing light bulbs, and lubricating are all operator maintenance. Daily communication between the pool supervisor, yard boss, and dispatcher concerning the condition and availability of equipment is vital. As the transportation supervisor, you must also communicate daily with the operations and maintenance supervisors on the conditions of the transportation pool.

Equipment Availability

Equipment availuability is the percentage of time the equipment is available for dispatch compared to downtime. Equipment downtime is figured on a 24-hour, 7-day-week basis. Ninety percent equipment availability is considered excellent, 85 percent is good, and 75 percent and below is poor.

The maintenance supervisor monitors equipment availability. Overworked or abused equipment, inadequate parts support, or shortage of mechanics result in poor equipment availability.

A strong Yard Boss Program is the key to increased equipment availability and a decrease in equipment downtime.

COLLATERAL EQUIPAGE

The proper management of collateral equipage can enhance a unit's Equipment Management Program. However, when this area is neglected, a high cost collateral equipage turnover can hinder any effective Equipment Management Program.

Maintenance supervisors are very concerned with collateral equipage operations. Collateral equipment accountability is part of contingency readiness, and the ordering of collateral equipment is the same as ordering repair parts that are approved by the maintenance supervisor.

As the transportation supervisor, you should make rounds of the collateral equipage area. Collateral equipage is divided into two basic types: component collateral equipage and tactical collateral equipage.

Component Collateral Equipage

Component collateral equipage consists of items, such as hoses for pumps and bits for the earth auger. These items are normally procured on the same contract as the basic machine. The history jacket should contain a list of the amount and types of component collateral equipage.

Tactical Collateral Equipage

Tactical collateral equipage consists of items common to the equipment, such as top canvas and tarpaulin, bows and side racks, spare tire and rim, jack and lug wrench, and chains with hooks and binders.

COLLATERAL EQUIPAGE CUSTODIAN

The collateral equipage custodian is a seasoned operator who possesses an in-depth knowledge of collateral equip age terms, procedures, and equipment. The collateral equipage custodian maintains a Collateral Custody Record Card,

(ECC) (USN) (FSN/Part No.) (Noun Name) (Allowance) (UI) (AIL No. - Page-Line) (Unit price)

CBPAC/CBLANT 60 FORM

LOCATION BIN #

TRANSACTION RECORD

DATE	DOCUMENT NO	RECD FR W/EXPEND TO	RECD	EXPEND	BALANCE

I acknowledge custody of this item in the quantity indicated.

INVENTORY RECORD

DATE	QTY
BY	
DATE	QTY
BY	
DATE	QTY
BY	
DATE	QTY
BY	
DATE	QTY
BY	
DATE	QTY
BY	
DATE	QTY
BY	
DATE	QTY
BY	
DATE	QTY
BY	
DATE	QTY
BY	

Figure 1-10.—Collateral Custody Card, COMSECOND/COMTHIRDNCB 60 Form.

1 REQ DATE	2 DEPT NO	3 URGY	4. RDD	5. LOCATION	6. SIM / NON-SIM	7 ISSUE DATE	A. REQN. QTY.	B REQN NO
8027		B	8057	MU2				

8 NOUN NAME OR REF SYM	9 FPR	10. APL/AEL/CID	11. INV QTY	12 NIS	N/C	C OBL AMT	D POSTED
L A T C H		9 5 0 2 2 4 7 3 4			X		S/R (REQN O/S)

JOB CONTROL NUMBER 13 UIC	14 WC	15. JSN	16. EIC	17 EQUIP COSAL SUPPT'D	E URG	MART	OPTAR LOG
R 5 5 5 0 4	A A 0 0	2 0 8 9		YES X NO			S/R (ISSUE)

18. SC	19 COG	20 MCC	STOCK NUMBER 21. FSC	22. NIIN	23. SMIC	24. U/I	25 QUANTITY	26. UNIT PRICE	27 EXTENDED PRICE	28 FUND
- - 9 Z			5 3 3 0	0 0 2 9 1 2 8 3 4		E A	0 0 0 1	1 5 0 0		

29. REMARKS
USN 95-21179
PMG 8

30 APPROVED BY

31 RECEIVED BY

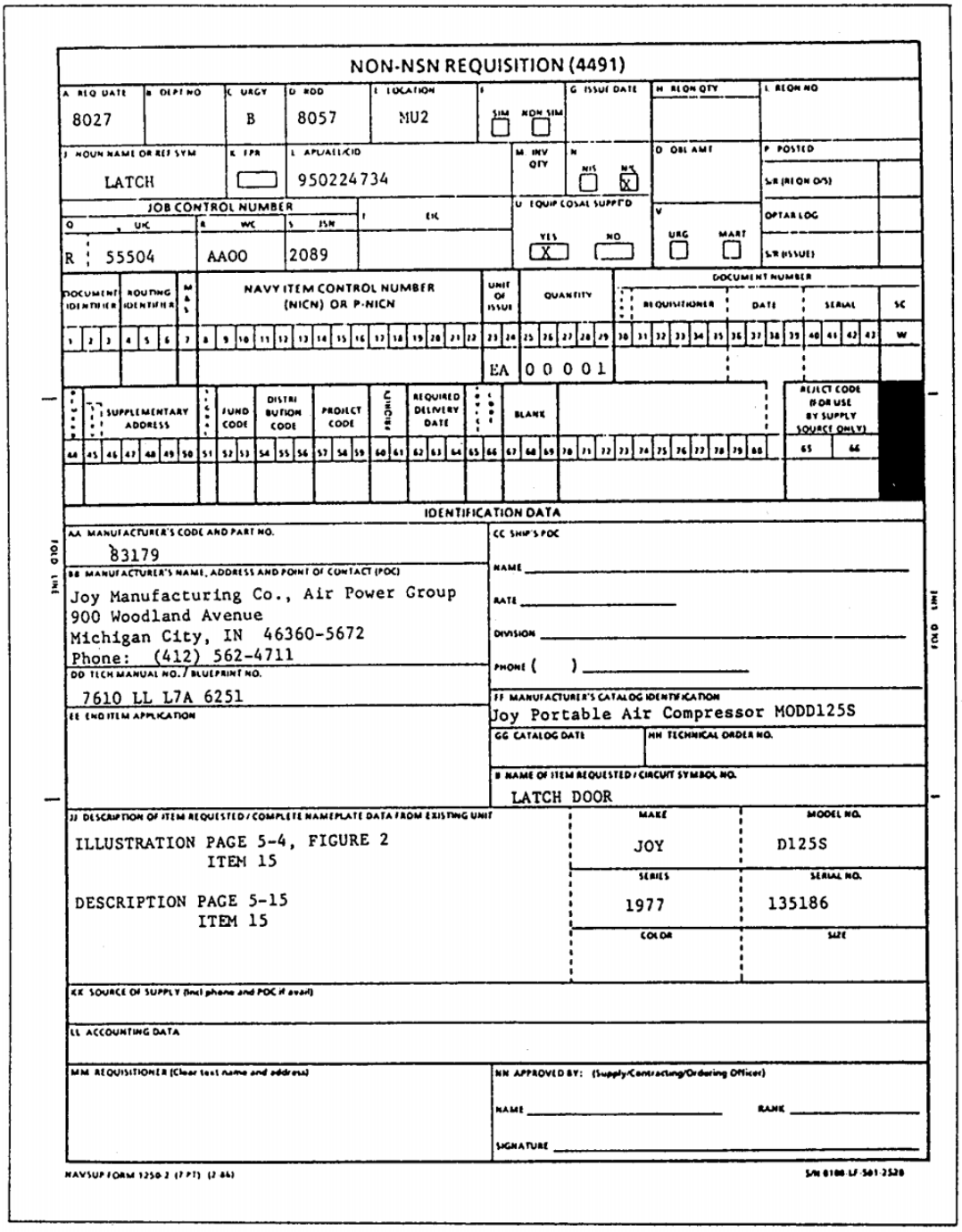
1 2 3	4 5 6	7	SIG SUF QTY	30	31 32 33 34 35	36 37 38 39 40 41 42 43	44	45	46 47 48 49 50	51	52 53	54 55 56	57 58 59	60 61	62 63 64	65 66	67 68 69 70 71 72 73
DOC IDENT	RTG IDENT	M & S		SVC	DOCUMENT NUMBER UIC	JUL DATE	SERIAL	OEM	SVC	SUPPL ADDRESS	SIG	FUND	DIST	PROJ	PRI	RDD	ADV

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7 PT) (REV 12/76) S/N 0108-LF-501-2506

Figure 1-11.—Single-Line Item Consumption/Management Document (Manual), NAVSUP Form 1250-1.

COMSECOND/COMTHIRDNCB 60 Form (fig. 1- 10), for each line item of equipage for each unit of CESE. The equipage custodian enters all outstanding requisitions, receipts, issues, locations, losses, and annotates the allowance of a particular line item of equipage for each CESE on the CB 60 form.

The equipage custodian maintains the CB 60 forms in folders for each USN-numbered CESE. The CB 60 forms are pulled on the PM date to perform an inventory of mounted or stored collateral equipage for each USN-numbered CESE entering the shop. The equipage custodian prepares a NAVSUP Form 1250-1 (fig. 1-11) or a 1250-2 (fig. 1-12) for lost, damaged, or deteriorated collateral equipment. Outstanding requisitions, amount of gear on hand, and the date inventoried are all on the CB 60 form. The inventory procedures are accountable man-hours on the Equipment Repair Order.



NON-NSN REQUISITION (4491)

A REQ DATE	B DEPT NO	C URGY	D ROD	E LOCATION	F SIM / NON SIM	G ISSUE DATE	H REQN QTY	I REQN NO
8027		B	8057	MU2				

J NOUN NAME OR REF SYM	K FPR	L APL/AEL/CID	M INV QTY	N NIS / NHS	O OBL AMT	P POSTED
LATCH		950224734		/ X		

JOB CONTROL NUMBER				T EIC	U EQUIP COSAL SUPPTD	V	
O UIC	R WC	S JSN			YES / NO	URG / MART	SR (REQN O/S) / OPTAR LOG / SR (ISSUE)
R 55504	AA00	2089			X /	/	

DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	NAVY ITEM CONTROL NUMBER (NICN) OR P-NICN	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER: REQUISITIONER	DATE	SERIAL	SC
1 2 3	4 5 6	7	8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	23 24	25 26 27 28 29	30 31 32 33 34 35	36 37 38 39	40 41 42 43	W
				EA	00001				

SUPPLEMENTARY ADDRESS	FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DATE	BLANK	REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)
44 45 46 47 48 49 50	51 52 53	54 55 56	57 58 59	60 61	62 63 64	65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	65 66

IDENTIFICATION DATA

AA MANUFACTURER'S CODE AND PART NO.
83179

BB MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT (POC)
Joy Manufacturing Co., Air Power Group
900 Woodland Avenue
Michigan City, IN 46360-5672
Phone: (412) 562-4711

DD TECH MANUAL NO. / BLUEPRINT NO.
7610 LL L7A 6251

EE END ITEM APPLICATION

CC SHIP'S POC
NAME
RATE
DIVISION
PHONE ( )

FF MANUFACTURER'S CATALOG IDENTIFICATION
Joy Portable Air Compressor MODD125S

GG CATALOG DATE | HH TECHNICAL ORDER NO.

II NAME OF ITEM REQUESTED / CIRCUIT SYMBOL NO.
LATCH DOOR

JJ DESCRIPTION OF ITEM REQUESTED / COMPLETE NAMEPLATE DATA FROM EXISTING UNIT
ILLUSTRATION PAGE 5-4, FIGURE 2
ITEM 15

DESCRIPTION PAGE 5-15
ITEM 15

MAKE	MODEL NO.
JOY	D125S
SERIES	SERIAL NO.
1977	135186
COLOR	SIZE

KK SOURCE OF SUPPLY (Incl phone and POC if avail)

LL ACCOUNTING DATA

MM REQUISITIONER (Clear text name and address)

NN APPROVED BY: (Supply/Contracting/Ordering Officer)
NAME RANK
SIGNATURE

NAVSUP FORM 1250-2 (7 PT) (2-66) S/N 0108-LF-501-2520

Figure 1-12.—Non-NSN Requisition, NAVSUP Form 1250-2.

The operators of Class B assigned CESE signs the CB 60 form assuming full custody of mounted collateral gear. CB 60 forms for Class C mounted collateral gear on CESE are signed by the yard boss. The mounted collateral gear should be annotated on the daily (rip ticket, and custody is assumed by the operator who signs the trip ticket, or the collateral equipage can be issued and returned to collateral each time the unit of CESE is dispatched.

ATTACHMENT CUSTODIAN

Attachments are accessories to construction equipment that enable the basic equipment to perform its function or adds versatility. Attachments are stored on handstands to keep the items out of sand, mud, and water. Hydraulic lines and fittings are sealed for protection from dirt and moisture.

Attachment accessories, such as bucket teeth, sprockets, drum lagging, and wedges, are placed in boxes or on pallets and marked for the appropriate equipment. Wire rope, sheaves, and bolt threads are lubricated. Nuts and bolts are stored in their respective holes on the attachments when possible. Exposed machined surfaces and open parts are preserved to prevent oxidation and damage. Storage is maintained to ensure attachments belonging to one USN number are stored together.

The attachment custodian maintains a card file and log that provides an accurate inventory of receipts and issues of attachments, when the attachments were last lubricated, and any damage incurred from one operation to another. In addition, the custodian is responsible for the segregated storage of all attachments and their associated accessories.

The Attachments Status Board (fig. 1-13) is maintained in the dispatcher's office by the attachment custodian. The Attachments Status Board reflects the attachment code, NAVFAC identification number, abbreviated description, the USN number of the equipment to which the attachment is assigned, the PM group (same as the equipment the attachment is assigned), and location and remarks. The collateral equipage custodian usually performs the duties of the attachment custodian.

FUEL OPERATIONS

The transportation pool manages all fuel operations. The Equipment Operator in charge of fuel operations must be mature, independent, and reliable. The abilities to communicate and to maintain logs are also required. A poor fuel program results in needless downtime of equipment and delays in production.

The fuel truck driver reviews the Equipment Status Board to determine the location of all CESE. The driver learns the fuel requirements and function of all equipment used on construction projects by communicating with the project crew leaders, the assigned Equipment Operator, and the transportation supervisor.

The fuel truck driver must be knowledgeable of all CESE. The driver must avoid fueling with the wrong fuel or filling hydraulic or cooling systems with fuel. Maintenance and transportation super-visors have fuel tanks stenciled with the words *MOGAS* or *DIESEL* to avoid this problem.

ATTACHMENTS STATUS BOARD

Code	NAVFAC I.D. NO.	Description	USN No. Assigned	PMG	Location and Remarks
A01000	L175B-BH-5	Backhoe	45-01799	17	Attachment Pad
A02500	255-BB-56	Boom Butt	42-01778	9	42-01778
A03000	32-BE-72	Boom Ext	82-03173	14	Attachment Pad

Figure 1-13.—Attachments Status Board.

The fuel truck driver must maintain accurate records of fuel issues, by equipment USN number, in a log. The driver also maintains records of bulk issues of fuel for the tank truck and yard fuel pumps. The driver must ensure fuel availability for contingency readiness, daily transportation, and construction operations.

The fuel truck driver maintains standards for the fuel tanker according to COMSECOND/COMTHIRD-NCBINST 11200.1 Series. Vehicles used for bulk transport of gasoline, fuel, oil, or other flammable liquids are marked on both sides and the rear with the word FLAMMABLE in 6-inch black letters. The words NO SMOKING WITHIN 50 FEET is marked in 3-inch black letters and numerals. A removable plate painted black with yellow letters to designate the liquid being transported is inserted in a 8-inch by 36-inch bracket that is bolted on each side of the tanker. The plate should have MOGAS painted on one side and DIESEL painted on the opposite side in 6-inch letters.

The fuel truck driver must maintain the fire extinguisher on the tanker truck. Second and Third NCB equipo recommends the guidelines set forth in the U.S. Army Corps of Engineers, Safety and Health Requirements Manual, EM 385-1-1. At least one portable fire extinguisher not less than 20-B:C units (20 = lbs, B = petroleum, C = electrical) shall be provided on all tank trucks or other vehicles used for transporting or dispensing flammable or combustible liquids. The fire extinguisher must be securely mounted on the vehicle, properly filled, and located to ensure it is readily accessible for use.

The fuel truck driver must have knowledge of environmental pollution. Fueling operations must always be under controlled conditions and closely monitored. Fuel spillage can be disastrous.

TRACTOR-TRAILER OPERATIONS

Tractor-trailer operations are managed by the transportation supervisor. The hauling of equipment for the Preventive Maintenance Program and the hauling of construction supplies generates thousands of miles of tractor-trailer operations during a deployment.

The tractor-trailer drivers must be mature, reliable, and experienced. The hauling of oversized, heavy equipment is no job for inexperienced operators. For valuable training and future replacements, you should assign your inexperienced operators with the experienced operators.

During the home-port period the operational pace slows and your crews lose an edge of professionalism. You must stay on top of all operations to ensure that oversized, heavy loads are handled by your best operators to avoid any mishaps. You must emphasize to your crews that when the tractor-trailers are on the open rod they represent the U.S. Navy and the Seabees to the public.

As the transportation supervisor, you ensure your tractor-trailer drivers adhere to the standards and procedures set forth in the Commercial Driver License (CDL) Handbook for the state or states you operate in. Height and width limitations are set by each state, and you must obtain state permits to haul oversized loads. On deployment, you must obtain all rules and regulations for tractor-trailer operations from the local department of motor vehicles and base security. With the materials you obtain, develop a turnover folder for the next incoming battalion.

COMSECOND/COMTHIRDNCBINST 11200.1 Series authorizes the use of operator nameplates. Nameplates are constructed of wood 3 1/2 inches high by 18 inches long; the wood is painted green with 2-inch high lettering painted glossy yellow. To increase pride of ownership and personal care, you should assign each tractor-trailer driver a tractor-truck with their nameplates centered on the front grille of the vehicle.

Chains and binders are collateral equipage for low-boy trailers. The chains and binders are maintained and issued by the collateral equipage custodian. Depending on the amount of tractor-trailer operations, you may require all chains and binders checked out and returned on a daily basis. Make the drivers accountable and responsible for issued collateral gear. Leaving chains and binders unused in the storage compartment or on top of the trailer results in rust, excessive deterioration, or theft.

Cargo and equipment securing procedures are set forth in the Federal Motor Carrier Safety Regulation Pocketbook. The aggregate static breaking strength of tie-down assemblies used to secure an article must be at least 1 1/2 times the weight of that article. Chains used as tie-down assemblies must conform to the requirements of the National Association of Chain Manufacturer's Welded and Weldless Chain Specifications applicable to all types of chain. Binders used in conjunction with a tie-down assembly must be equal to or greater than the minimum breaking strength of the tie-down assembly.

The load on every vehicle must be distributed, chocked, tied down, or secured according to U.S. Army Corp of Engineers, Safety and Health Requirements Manual, EM 385-1-1. It takes much less time to tie down a load than it takes to report the reason a load fell off a trailer. After delivery of cargo, the driver should broom off all debris from the trailer to prevent possible damage to other vehicles or injury to pedestrians during the return trip. The operator is responsible for the safe operation of the tractor-trailer and the securing of cargo.

BUS SERVICE

To reduce the amount of CESE on the road, you can deliver crews to jobsites by an established bus service. Vehicle breakdowns, scheduled PMs, and new construction tasking are times when a bus service is the best answer for transporting crews to jobsites. Jobsites having some type of communication should be considered for bus service. Remember, remote jobsites require a safety vehicle. When bus service is used, construction materials can be delivered to the jobsite by the tractor-trailer crew. Crew vehicles must be monitored to ensure proper use. They are not to be just a convenience for the crew leader.

The transportation supervisor manages the liberty bus service. Assign mature, reliable equipment operators for this duty. During the predeployment visit, request the on-site deployed unit's liberty bus policy and schedule. This policy and schedule provides you and the operations supervisor information to use to generate a liberty bus policy for your unit. The equipment officcr, company chief, and maintenance supervisor evaluate and preapprove the policy. The commanding officer has the final approval and must sign the policy into effect. The bus service is for the troops; ensure you establish a bus route that accommodates their needs.

MAINTENANCE FIELD CREW OPERATIONS

Dispatchers are the hub of communications for trouble calls for CESE in the field. The success of a deployment from an equipment maintenance and project completion standpoint can be traced to the availability of equipment due to the field maintenance crew's ability to perform adequate and timely repairs in the field. The field maintenance crew reduces the equipment shop work load by repairing CESE in the field. The dispatchers maintain a log to track the flow of field repairs and inform the heavy shop supervisor of any trouble calls. The equipment heavy shop supervisor controls the field maintenance crew operations. The maintenance held crew must daily inform the dispatchers of the status of repairs made to CESE. The extent of damage on the CESE might require shop repairs. The dispatcher should schedule the hauling of the CESE to the shop and schedule possible CESE replacement. The dispatcher must inform you of all actions and update the field crew repair log.

EQUIPMENT MAINTENANCE PROGRAM

At all times, the goal of the Equipment Maintenance Program is to keep all CESE in a safe and serviceable condition at a reasonable cost and to detect minor deficiencies before they develop into costly repairs.

MAINTENANCE SUPERVISOR

The maintenance supervisor is normally the senior mechanic responsible for the maintenance program for all assigned CESE. The maintenance supervisor supervises the inspectors, shop super- visors, preventive maintenance and cost control clerks, technical librarian, and the part's expeditor. Additionally, this position is responsible for enforcing all established maintenance policies, approving all repair actions and requisitions, controlling all CESE transfers and disposal, supervising the Preventive Maintenance Program, and controlling all mechanics, shop tools, and kits.

The maintenance supervisor coordinates closely with the operations supervisor on all equipment requirements, equipment abuse, and reoccurring equipment breakdowns.

Inspector

The equipment inspector is a knowledgeable and proficient senior Construction Mechanic, preferably a CM1, capable of readily determining the nature of the necessary repairs on any piece of equipment. The inspector exercises independent judgment as to whether the equipment requires immediate attention or can be delayed until the scheduled PM. When repairs are required, the inspector must have the ability to describe each repair action clearly on the Equipment Repair Order (ERO), NAVFAC 11200/41. After performing a final inspection and determining that repairs have been satisfactorily completed and the equipment is ready for full service, the equipment inspector should take the ERO and the equipment to dispatch for customer approval and the signing of Block 77 of the ERO. The ERO is then returned to cost control for final closing.

Preventive Maintenance (PM)/Cost Control Clerk(s)

Working directly for the maintenance supervisor, the PM/cost control clerk divides all CESE into preventive maintenance (PM) groups, prepares the PM schedule, and maintains the PM Record Card, NAVFAC 11240/6 (fig. 1-14), with the preventive

ASSIGNED TO	PHONE	TYPE OF ASSIGNMENT	EQUIP CODE	JOB ORDER NO.	PM GROUP
NMCB ————		————	423001	————	13

NAME	MODEL	TYPE	YEAR	EST. ANNUAL MI/HRS	USN REG. NO.
BUCYRUS ERIE	30B	D	82		42-03317

TYPE PM	DATE	CUMULATIVE MILEAGE OR HRS. OPN.	MILES (OR HRS) SINCE LAST PM	MILES (OR HRS) REPORTED FOR 6 MO. PERIOD	TYPE PM	DATE	CUMULATIVE MILEAGE OR HRS. OPN.	MILES (OR HR) SINCE LAST PM	MILES (OR HR) REPORTED FOR 6 MO. PERIOD
LAST A	2-4-88	1945	ENTRIES TRANSLATED FROM PRIOR RECORD						
LAST B	6-5-88	2259							
LAST C	4-1-88	2060							
07	6-1-88	2100							
01	7-26-88	2156							
01	9-21-88	2340							
02	11-16-88	2510	O/C,F/C,FF/C,HF,C						

VEHICLE/CONSTRUCTION EQUIPMENT PM RECORD NAVFAC 11240/6 (2 75) SUPERSEDES *NAVDOCKS* 1949

TYPE PM	DATE	CUMULATIVE MILEAGE OR HRS. OPN.	MILES (OR HRS) SINCE LAST PM	MILES (OR HRS) REPORTED FOR 6 MO. PERIOD	TYPE PM	DATE	CUMULATIVE MILEAGE OR HRS. OPN.	MILES (OR HR) SINCE LAST PM	MILES (OR HR) REPORTED FOR 6 MO. PERIOD
					A14000		FAIRLEAD	1	
					A04000		BOOM TIP	1	
					A03500		BOOM JIB	1	
					A02500		BOOM BUTT	1	
					A11500		CRANE HOOK	1	
					A03000		BOOM EXT	3	
					A23500		TAG LINE	1	

NAVFAC 11240/6 (2-75) BACK

*U.S. GOVERNMENT PRINTING OFFICE 1980-603-189/6831 2-1

Figure 1-14.—Sample of Vehicle/Construction Equipment PM Record, NAVFAC 11240/6.

maintenance history for each vehicle. The PM/cost control clerk(s) controls EROs, maintains the ERO Log (fig. 1-15), the equipment history jackets, and the maintenance office Equipment Status Boards. Additionally, the PM/cost control clerk(s) summarizes the total repair cost, labor expended, and makes entries on the ERO. The dispatcher communicates with the PM/cost control clerk when updating the Equipment Status Boards and the equipment PM schedule.

An equipment history jacket is maintained for each USN-numbered item of CESE. The jacket contains pertinent descriptive data and the maintenance history for the vehicle. The descriptive data includes the appropriate DOD Property Record, DD Form 1342 (fig. 1-16), and Equipment

ERO NUMBER	CODE	USN NUMBER	TYPE ERO				DATE IN	DATE OUT	REMARKS
			INT	A	B	C			
AA00 0001	252021	25-01286	X				11/2/2	11/8/2	
AA00 0002	030701	97-23465		X			11/2/2	11/2/2	
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—
AA00 0013	485011	48-00123	X		X		11/28/2	12/12/2	D/L 12/1/2

ERO NUMBER - Eight-digit number. The first four digits of the ERO number will be two Alpha characters and two numeric such as AA00. The second group will be all numeric and will run continuously from 0001 through 9999 with no regard to end of fiscal year.

CODE - Self -explanatory. (Six Digit)

USN NUMBER - Self explanatory.

TYPE ERO - Type maintenance performed: interim repair A, B, or C-PM.

DATE IN (SHOP) - Date ERO forwarded to inspector.

DATE OUT (SHOP) - Date ERO returned. Work completed.

REMARKS - Date deadlined etc.

Figure 1-15.—Equipment Repair Order Log Sheet.

DOD PROPERTY RECORD

1. ☐ ACTIVE ☐ INITIAL ☐ IDLE ☑ CHANGE
2. JULIAN DATE: 6088
3. I.D./GOVERNMENT TAG NO.: 94-04803

Form Approved
OMB No. 22-R0209

SECTION I - INVENTORY RECORD

4. COMMODITY CODE	5. STOCK NUMBER	6. ACQUISITION COST	7. TYPE CODE	8. YR OF MFG	9. POWER CODE	10. STATUS CODE	11. SVC CODE	12. COMMAND CODE	13. ADM OFFICE CODE
	2320005401428	$3,805.00	4	78	4				V55460

14. NAME OF MANUFACTURER	15. MFR'S CODE	16. MANUFACTURER'S MODEL NO.	17. MANUFACTURER'S SERIAL NO.
CHRYSLER CORPORATION DODGE DIVISION	86403	6 D100	D14AB8S296712

18. LENGTH	19. WIDTH	20. HEIGHT	21. WEIGHT	22. CERTIFICATE OF NON-AVAILABILITY NUMBER	23. PEP NO.	24. ARD	25. CONTRACT NUMBER
194"	80"	73"	3576	249-78-MP-GW203			GS-005-78418

26. DESCRIPTION AND CAPACITY

TRUCK CARGO PICKUP 4X2 GED 4800GVW

CONTINUED ON REVERSE SIDE ☐ YES ☐ NO

27. ELECTRICAL CHARACTERISTICS

QUANTITY	HORSEPOWER	VOLTS	PHASE	CYCLE	AC	DC	SPEED	TYPE AND FRAME NUMBER

28. PRESENT LOCATION

20TH NCR GULFPORT MS 39501-5002

28a. DIPEC CONTROL NO.

29. POSSESSOR CODE: V55460

SECTION II - INSPECTION RECORD

		YES	NO			YES	NO
30.	CAN ITEM BE STORED AND MAINTAINED ON SITE FOR AT LEAST 12 MONTHS?			42.	MUST ITEM BE REPAIRED/REBUILT/OVERHAULED TO PERFORM ALL FUNCTIONS? $		
31.	HAS ITEM BEEN REBUILT/OVERHAULED? DATE IF SO, WHEN?			43.	DO QC RECORDS INDICATE SATISFACTORY PERFORMANCE? IF NO, EXPLAIN UNDER REMARKS BELOW		
32.	HAS ITEM BEEN MODIFIED FRO ORIGINAL CONFIGURATION? IF SO, EXPLAIN UNDER REMAR... BELOW			44.	ARE MANUALLY OPERATED MECHANISMS IN WORKING ORDER? IF NO, DESCRIBE UNDER REMARKS BELOW.		
33.	WAS ITEM INSPECTED UNDER POWER? IF NOT EXPLAIN UNDER REMARKS BELOW.			45.	ARE SCALES, DIALS, AND GAUGES WORKING AND READABLE? IF NO, DESCRIBE UNDER REMARKS BELOW		
34.	ARE MAINTENANCE COSTS NORMAL? IF NOT, EXPLAIN UNDER REMARKS BELOW.			46.	ARE HYDRAULIC PUMPS, VALVES, AND FITTINGS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW.		
35.	ARE SAFETY DEVICES ADEQUATE AND SATISFACTORY? IF NOT, EXPLAIN UNDER REMARKS BELOW			47.	ARE ELECTRONIC SYSTEMS AND CONTROLS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW.		
36.	ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSFER?			48.	HOW MANY HOURS WAS ITEM USED BY CURRENT POSSESSOR?		
37.	ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSFER?			49.	EXPLAIN UNDER REMARKS LAST USE OF EQUIPMENT DESCRIBED IN ITEM 26 ABOVE.		
38.	WAS ITEM LAST USED ON A FINISHING OPERATION?			50.	ESTIMATED COST FOR PACKING, CRATING, HANDLING $		
39.	WILL ADJUSTMENTS OR CALIBRATION CORRECT DEFICIENCIES?			51.	INDICATE DATE ITEM WILL BE AVAILABLE FOR REDISTRIBUTION.		
40.	IS ITEM SEVERABLE WITHOUT DAMAGE TO COMPONENTS? IF NOT, GIVE THEIR REPLACEMENT COST. $			52.	CONDITION CODE A-5		
41.	IS ITEM IN OPERABLE CONDITION?			53.	OPERATING TEST CODE.		

SECTION III - REMARKS

54. REMARKS

1. TC-6
2. SC-T
3. ECC 031301

REMARKS CONTINUED ON REVERSE SIDE ☐ YES ☐ NO

SECTION IV - DISPOSITION RECORD

55. CONSIGNEE (NAME AND ADDRESS, INCLUDING ZIP CODE)	56. TYPE OF DISPOSITION	56a. DATE OF DISPOSITION AND PROCEEDS IF SOLD
	☐ DONATION ☐ DESTRUCTION ☐ SALE ☐ ABANDONMENT	

SECTION V - VALIDATION RECORD

57. VALIDATION (TYPED NAME(S) AND SIGNATURES(S))

CM1 DALLAS J. MeGIE

DD FORM 1 MAY 71 1342 S/N 0102-LF-001-3420

EDITION OF 1 AUG 77 MAY BE USED UNTIL EXHAUSTED

PAGE 1 OF 2 PAGES

Figure 1-16.—DoD Property Record, DD Form 1342

EQUIPMENT ATTACHMENT REGISTRATION RECORD
NAVFAC 6-11200/45 (1-70) S/N 0105-LF-002-5405

22. NAVFAC ID NO.			
T20-CL-1002			
1. ATTACHMENT CODE: A09000	2. TYPE ATTACHMENT: CABLE LAYER	3. MODEL NO.: 4067	4. SERIAL NUMBER: 8720
5. LENGTH (Inches): 6"	6. WIDTH (Inches): 10"	7. HEIGHT (Inches): 52"	8. CUBES (Cubic Feet):
9. SIZE/CAPACITY: 36" 1" cable			
10. MANUFACTURER (Name and Address): American Tractor Equipment Corp.		11. WEIGHT (Lb): 450	12. FSN: ---
13. SHORT DESCRIPTION PECULIAR TO: ECC 4850 TRACTOR CRAWLER	14. MAKE: INT	15. MODEL: TD20	16. YEAR: 66-67

17. ACCESSORIES

Three fairlead assemblies

18. ASSIGNED TO	19. DATE RECEIVED	20. ACQUISITION COST	21. JULIAN DATE REGISTERED	22. NAVFAC ID NO.
48-00000	4/26/88	$ 600.00	9 1 1 6	T20-CL-1002

Figure 1-17.—Equipment Attachment Registration Record, NAVFAC 6-11200/45.

Attachment Registration Record, NAVFAC 6-l1200/45 (fig. 1-17), when applicable. The history jacket also includes the completed PM record cards and the blue copies of completed EROs. EROs relating to acceptance checks, PMs, accident reports, speedometer or hour meter replacement, and all repair records are retained in the history jacket for the life of the equipment. When a vehicle is transferred, the PM record card is removed from the PM group file and returned to the history jacket. The jacket is hand carried or forwarded by certified mail to the receiving custodian. The history jacket should accompany a vehicle when it is transferred to a property disposal office.

Direct Turnover Clerk

The direct turnover (DTO) clerk maintains the maintenance shop's repair parts status and accountability records and is the liaison between the supply office and the shop. All requisitions for not in stock (NIS) and not carried (NC) materials must pass through the DTO clerk who maintains the DTO Log (fig. 1-18). The DTO clerk receives DTO parts and stores them by USN in PM groups and notifies the cost control clerk of parts received.

The DTO room is a secured area large enough to contain forty 12-inch by 12-inch cubes labeled with a

DIRECT TURNOVER LOG (DTO)

DATE	DEPT.	PMG	USN NUMBER	NSN-P/N	ITEM	UNIT PRICE	QTY	PRI	NC/NIS	REQ. NO.	FOLLOW-UP	REC'D	ISSUED & INITIAL

Figure 1-18.—Direct Turnover (DTO) Log.

PM group. When DTO parts are received, they must be placed in the cube that corresponds to the PM group of the equipment requiring the parts.

Technical Librarian

Technical librarians are responsible for the prepacked library consisting of operational, maintenance, and part's manuals. They establish and enforce check-out procedures for manuals and initiate parts requisitions on NAVSUP Form 1250s. The task of researching and preparing the 1250s is normally handled by the technical librarian to free the floor mechanics to perform maintenance functions.

MAINTENANCE LEVELS

The CESE Maintenance System of the NCF and SOU has three categories of maintenance. These three categories are (1) organizational, (2) intermediate, and (3) depot.

Organizational Maintenance

Organizational maintenance is divided into two classifications: operator maintenance and preventive maintenance. Operator maintenance is that which every operator is required to perform to maintain the equipment in a clean, safe, and serviceable condition. It includes the daily inspections, lubrications, and adjustments necessary to ensure early detection of equipment malfunctions. The prime objective of preventive maintenance is to maximize equipment availability and minimize repair costs. Preventive maintenance consists of safety and serviceability inspections, lubrication, minor services, and adjustments beyond those in operator maintenance. Operators should participate in this work unless specifically directed otherwise.

Intermediate Maintenance

Intermediate maintenance provides a higher degree of skill than organizational maintenance. The extent of intermediate maintenance is the removal, replacement, repair, alteration, calibration, modification, and the rebuild and overhaul of individual assemblies, subassemblies, and components. Only essential repairs are accomplished to ensure safe and serviceable equipment. Prior approval is required on equipment requiring extensive repairs or numerous assemblies that are rebuilt.

Depot Maintenance

Depot maintenance is performed on equipment requiring major overhaul or comprehensive restoration that returns CESE to a like-new condition. Most NCF depot maintenance is performed by the Construction Equipment Department (CED) at both Port Hueneme, California, and Gulfport, Mississippi.

Maintenance Scheduling

The standard interval between PM service inspections for NCF equipment is 40 working days. This interval is established by grouping all assigned equipment into 40 separate PM groups (fig. 1-19). The equipment is distributed evenly throughout the PM groups, so only a minimum number of similar types of equipment are out of service at the same time. For reserve units, the standard PM interval is 90 calendar days, and the equipment is assigned to one of six PM groups.

The maintenance supervisor is responsible for determining when the PM interval for an item of equipment should be reduced. The time interval can be reduced by assigning specific items of equipment to more than one group or by reducing the total number of groups. The interval between PM service inspections for active CESE should never extend beyond the maintenance scheduling standards. Continuity of the PM schedule is maintained by transferring the schedule from a relieved unit to the relieving unit.

TYPE A (01) INSPECTION.— Type A inspections are given at intervals of 40 working days, using the appropriate PM Service and Inspection Guide set forth in the COMSECOND/COMTHIRDNCBINST 11200.1 Series. Type A inspections are given at 90 calendar days for the reserve NCBs. Type A inspections are performed on each PM scheduled date until the vehicle qualifies for a Type B inspection.

TYPE B (02) INSPECTION.— To prevent a unit of CESE from being over inspected or over serviced, you should perform Type B inspections only when the mileage and hours equal that recommended by the manufacturer.

TYPE C (03) INSPECTION.— Type C annual safety inspection (SI)(ASI) is directed by COMSECOND/COMTHIRDNCB representatives. The maintenance supervisor is required to schedule 50 percent of CESE on site to receive a Type C safety

SAMPLE PM SCHEDULE

ACTIVITY _____

YEAR _____

PM SCHED. GROUP	MONTH AND DAY SCHEDULE											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	21		19		14		11		6		1	
2	22		20		15		12		9		4	
3	23		21		16		15		10		5	
4	24		22		17		16		11		6	
5	25		25		20		17		12		7	
6	28		26		21		18		13		8	
7	29		27		22		19		16		12	
8	30		28		23		22		17		13	
9	31		29		24		23		18		14	
10		1		1	27		24		19		15	
11		4		2	28		25		20		18	
12		5		3	29		26		23		20	
13		6		4	31		29		24		21	
14		7		5		3	30		25		22	
15		8		8		4	31		26		25	
16		11		9		5		1	27		26	
17		12		10		6		2	30		27	
18		13		11		7		5		1	29	
19		14		12		10		6		2		2
20		15		15		11		7		3		3
21		18		16		12		8		4		4
22		19		17		13		9		7		5
23		20		18		14		12		8		6
24		21		19		17		13		9		9
25		25		22		18		14		10		10
26		26		23		19		15		11		11
27		27		24		20		16		14		12
28	2	28		25		21		19		15		13
29	3		1	26		24		20		16		16
30	4		4	29		25		21		17		17
31	7		5	30		26		23		18		18
32	8		6		1	27		26		21		19
33	9		7		2	28		27		22		20
34	10		8		3		1	28		23		21
35	11		11		6		2	29		24		24
36	14		12		7		3	30		25		26
37	15		13		8		5			28		27
38	16		14		9		8		3	29		30
39	17		15		10		9		4	30		31
40	18		18		13		10		5	31		

Figure 1-19.—Sample of Preventive Maintenance Schedule.